



**King County**

**Department of Development and Environmental Services**  
**Land Use Services Division**  
900 Oakesdale Avenue Southwest  
Renton, WA 98055-1219  
206-296-6600 TTY 206-296-7217

**Application for  
Site-Specific Comprehensive  
Plan Land Use Map Amendment**

For alternate formats, call 206-296-6600.

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**TO THE APPLICANT:**

The information required for a Site-Specific Comprehensive Plan Land Use Map Amendment is necessary to evaluate the merits of your request and to assess the environmental impact. The environmental checklist will be the basis for determining if an environmental impact statement will be required prior to any approval of the request pursuant to the requirements of the State Environmental Policy Act (SEPA), Chapter 43.21C RCW.

In accordance with RCW 37.70A.470, a docket is the means by which to suggest changes to the Comprehensive Plan or development regulations. A docket is also required to be submitted with a request for a Site Specific Comprehensive Plan Land Use Amendment. The deadline for submitting the docket is September 30 for consideration in the amendment cycle process for the following year. A copy of the docket form is included with these instructions.

A Site-Specific Comprehensive Plan Land Use Map Amendment does not change the zoning on your property. You may submit a zone reclassification request concurrently with this application and review of the two applications will be consolidated to the extent possible. If a zone reclassification is not proposed in conjunction with this application, the property will be given potential zoning pursuant to K.C.C. 20.18.050.H.

You should fully inform yourself of the uses and building limitations of the requested Comprehensive Plan land use designation and corresponding zoning associated with the requested Comprehensive Plan land use designation in order to assure that the development you intend will be feasible.

Your application will be evaluated on the basis of the information you provide, the King County Comprehensive Plan, applicable Subarea Plan, pertinent provisions of the King County Code, and testimony and evidence presented by interested persons and public agencies during the public hearing process.

Copies of the King County Comprehensive Plan and the King County Zoning Code are available for reference at our public counter, at the main branch of the Seattle Public Library, and from the King County Web site at: <http://www.metrokc.gov/ddes/compplan/> and <http://www.metrokc.gov/mkcc/code/>.

Questions relating to this application process may be answered by calling:

Department of Development and Environmental Services (DDES)  
Land Use Services Division  
Land Use Planning and Education  
Telephone: 206-296-6600 (General Information)  
206-296-7217 (TTY for hearing and/or speech impaired)

**Check out the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)**

## APPLICATION FOR SITE-SPECIFIC COMPREHENSIVE PLAN LAND USE MAP AMENDMENT INSTRUCTIONS

### PRE-APPLICATION CONFERENCE:

Prior to filing a Site-Specific Comprehensive Plan Land Use Map Amendment application, the proposal must be discussed with staff of the Land Use Services Division, Land Use Planning and Education section. You may call 206-296-6600 to obtain information regarding setting up a pre-application conference. A completed Application and Information and Justification Questionnaire will be required at the time of the pre-application conference. See pages 6-10 of these instructions.

### FILING OF APPLICATION:

This application must be filed in person, not by mail, with the Department of Development and Environmental Services. This application should be submitted no later than **August 1** to allow the department at least 120 days to make a recommendation to the Hearing Examiner. A filing fee of \$1,575.00, or as amended in the current adopted fee schedule, is required. If payment is by check, it should be made out to the King County Office of Finance.

### PUBLIC NOTICE:

Public notice to neighborhood residents and newspapers relating to the application, SEPA threshold determination and public hearing will be made by the Land Use Services Division. This notice must be made no later than **December 1** to provide the Hearing Examiner sufficient time to conduct the public hearing and prepare a recommendation and report to the King County Council. You will be responsible for contracting with a sign company to prepare a sign for posting. We will provide you with instructions for posting the sign prior to the hearing.

### SEPA THRESHOLD DETERMINATION:

A threshold determination for SEPA (State Environmental Policy Act) requirements will be made by the Land Use Services Division regarding this case. Prior to the public hearing, either the Environmental Impact Statement or the appeal period for a Determination of Non-Significance must be completed for this application.

### REPORTS AND RECORDS:

Staff reports will be available for public inspection two weeks prior to the scheduled public hearing. Staff reports must be mailed no later than **December 1**. The department must also provide a report and an Executive response to the King County Council on all docketed site specific land use maps amendments by **December 1**. Files and pertinent records are available up to the date of the public hearing at DDES. After the public hearing, the Hearing Examiner will retain the file until a written decision is issued.

### PUBLIC HEARING:

A public hearing will be held by the Hearing Examiner, at which evidence supporting and opposing the proposal will be heard. The public hearing must be held no later than **December 15**. The Land Use Services Division provides the Hearing Examiner with a recommendation at the public hearing. The Hearing Examiner must prepare a report and recommendation to the King County Council within thirty days of the completion of the public hearing.

### REPORT AND RECOMMENDATION TO THE KING COUNTY COUNCIL:

The Hearing Examiner is required to forward all recommendations for site specific land use map amendments to the King County Council by **January 15**. The King County Council makes the final decision on the application.

### APPLICATION DISCUSSION:

Parties for or against an application may discuss the matter with Land Use Services Division staff up to the date of the public hearing. To assure that comments are considered by the Hearing Examiner, they must be in writing or by verbal testimony at the time of the public hearing.

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# APPLICATION FOR SITE-SPECIFIC COMPREHENSIVE PLAN LAND USE MAP AMENDMENT INSTRUCTIONS

## APPLICATION DOCUMENTS:

### 1. APPLICATION FORM – Submit 1 original copy.

Fill out this form accurately and neatly. It contains a front signature page and an Information and Justification Questionnaire.

- a. The application must be signed by the owner(s) of record for the property included in this application.
- b. If the property involved in the application is made up of more than one parcel with more than one owner involved, EACH owner must sign and identify their property by parcel number.
- c. If the application is on one or more parcels of property with more than one owner, it is not necessary for all owners' names to be notarized.
- d. Answer all questions contained within the application form Information and Justification Questionnaire. Attach additional pages if necessary.

### 2. LEGAL DESCRIPTION – Submit 2 copies.

On a separate sheet of white, legal-size 8 1/2 X 14" paper, type the legal description of the property for which reclassification is sought and attach to the application (the legal description of your property from the King County Department of Assessments). BE ABSOLUTELY SURE THE DESCRIPTION IS CORRECT AND AGREES WITH THE PROPERTY OUTLINED ON THE ASSESSOR'S MAP. A current legal description is necessary before the application is acceptable. If the legal description is written from a survey map, that map should accompany the legal description.

### 3. ASSESSOR'S MAPS – Submit 1 set.

Submit up-to-date prints of the Assessor's maps, covering the area within the application and all property within 500 feet of the boundaries of it. Outline subject property in red pencil (see example on page 6). Prints of these maps must be ordered from the King County Department of Assessments, Room 700A, King County Administration Building, 500 – 4th Avenue, Seattle 206-296-7300. (DO NOT CUT OR TAPE THE MAPS TOGETHER.)

### 4. APPLICANT'S ENVIRONMENTAL CHECKLIST – Submit 15 copies.

All items should be answered or discussed as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A" (not applicable). Additional sheets may be used if desired. The applicant will be contacted by Land Use Services Division staff if additional information or clarity is required; however, failure to respond may cause postponement of consideration of your request. If an EIS has been prepared for your proposal, please submit 15 copies.

### 5. CERTIFICATE/AFFIDAVIT OF CRITICAL (SENSITIVE) AREAS COMPLIANCE – Submit 1 copy.

### 6. SITE PLANS – Submit 10 copies.

Provide on first sheet:

- a. A 6" x 6" blank space in the lower right hand corner for DDES identification stamps.
- b. Name, address, day telephone number of owner(s) of record and applicant.
- c. Name, address, day telephone number of registered engineer, land surveyor, architect, or planner.
- d. Existing land use designation and zone classification.
- e. Tax Lot number(s).
- f. Acreage within property boundaries.
- g. Proposed method of sewage disposal and sewer district, if applicable.
- h. Source of water; if water district, include name.
- i. Fire district.
- j. School District.
- k. Legal description. (type or print)
- l. A written statement of the amendment request.
- m. An explanation of all features pertaining to uses and other pertinent matters not readily identifiable in map form.

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## APPLICATION FOR SITE-SPECIFIC COMPREHENSIVE PLAN LAND USE MAP AMENDMENT INSTRUCTIONS

- n. Vicinity map – show sufficient area and detail to clearly locate the project in relation to surrounding roads, parks, rivers, and municipal boundaries, together with its scale.

Site plans – drawn to a convenient **engineer** scale:

- a. Map scale and north arrow.
- b. Property boundaries dimensioned and clearly and accurately delineated by a heavy line or color.
- c. Boundary lines of adjacent tracts within 500 feet of the subject property together with property ownerships.
- d. Locate, name, and dimension all existing streets and other public ways; identify proposed or required dedication of right-of-way, widening of streets or improvements; locate all easements, deed restrictions, utility and railroad rights-of-way within and adjacent to the proposed development.
- e. Existing and proposed topography showing at least 5-foot contours to be extended at least 100 feet beyond project boundaries.
- f. Location of resource lands (agricultural, forest or mining) within 500 feet of site.
- g. Locate all critical areas and associated buffers and setbacks on plans. A critical area includes erosion hazards, landslide hazards, avalanche hazards, steep slope hazards, coal mine hazards, floodplains, wetlands and/or streams. Indicate if streams are intermittent; 100-year floodplain for rivers; 25-year floodplain for streams; and delineate top and toe of 40 % slopes. See K.C.C. 21A.24 for Environmental Critical Area standards and development limitations.
- h. Location and use of all existing and proposed structures on the subject property. Identify any structures to remain or to be removed; identify existing wells and/or drainfields. Signing may be shown on the site plans at this time or at the time of building permit submittal.

### 7. PROOF OF SEPARATE LOT STATUS – Submit 1 copy.

Documentation of the date and method of segregation of the subject property. (See DDES Bulletin #2, Separate Lot)

### 8. APPLICANT STATUS FORM – Submit 1 copy.

### 9. OTHER PERMITS – Submit 1 copy.

A list of any permits or decisions applicable to the proposal that have been obtained or are pending before a governmental activity.

### 10. ADDITIONAL DOCUMENTS – Submit 1 copy.

Photographs, site plans, drawings of building elevations, topographic maps, petitions, sketches, etc., may be submitted to support the application.

### 11. SPECIAL STUDIES OR REPORTS – Submit 3 copies.

Special studies or reports may be initially submitted or may be required at a later date if deemed necessary. Special studies that are most often required are related to traffic, wetlands, steep slopes, and drainage issues.

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Sample of Assessor's Map

**NOTE:** In this example, you would need one additional King County Assessor's quarter-section map in order to identify properties within a 500-foot radius. DO NOT CUT AND SPLICE MAPS. If property is located at or near a map edge or corner, acquire the needed additional Assessor's maps and submit with application. Usually, one or two quarter-section maps are all that are required. Zoning Technicians can advise you which Assessor maps are required for your case.

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APPLICATION FOR SITE-SPECIFIC COMPREHENSIVE PLAN  
LAND USE MAP AMENDMENT, KING COUNTY, WASHINGTON

File No. \_\_\_\_\_

Owner's Name or Company: \_\_\_\_\_

\*\*\*\*\*do not write above this line\*\*\*\*\*

I (we), the undersigned owner(s) of property, hereby petition for a Comprehensive Plan Land Use Map Amendment of property described herein from \_\_\_\_\_

to \_\_\_\_\_

in King County, Washington.

I, \_\_\_\_\_, being duly sworn, depose and say that I am a property owner or officer of the corporation owning tax lot(s) \_\_\_\_\_, and that I have familiarized myself with the rules and regulations of the Department of Development and Environmental Services with respect to preparing and filing this application and that the following statements, answers, and information submitted present the argument in behalf of this application and are in all respects true, accurate, and complete to the best of my knowledge and belief.

_____ Signature	_____ Name
_____ Corporation or company name subscribed and Sworn to me this ____ day of _____, 20____	_____ Street Address
	_____ City, State ZIP Code
	_____ Telephone
	_____ Notary Public in and for the
	State of _____and
Notary Seal	Residing at _____

Other property owners included in this application must be listed below along with the tax lot number(s) of the property they own. Attach additional sheets, if necessary.

_____ Tax lot number(s)	_____ Name
_____ Signature	_____ Street Address
_____ Telephone	_____ City, State, ZIP Code
_____ Tax lot number(s)	_____ Name
_____ Signature	_____ Street Address
_____ Telephone	_____ City, State, ZIP Code

State below the name, address, and phone number of person or persons to be contacted for further details on this application.

_____ Name	_____ City, State, ZIP Code
_____ Street Address	_____ Telephone

Check out the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)

**SITE-SPECIFIC COMPREHENSION PLAN LAND USE MAP ADJUSTMENT  
INFORMATION AND JUSTIFICATION QUESTIONNAIRE**

FILE NO. \_\_\_\_\_

Hearing Date _____	Existing Land Use Designation _____
STR _____	Proposed Land Use Designation _____
Kroll Page _____	Existing Zoning _____
Parcel Number(s) _____	Proposed Zoning _____
Acreage _____	Community/Subarea Plan _____
Address of site _____	Closest Cross Streets _____
Critical Areas _____	Shoreline Designation _____
_____	
Agriculture Production District _____	Forest Production District _____
Related or Previous Permits _____	
_____	

\*\*\*\*\*Do not write above this line \*\*\*\*\*

1. Existing Land Use Map Designation: _____	
2. Requested Land Use Map Designation: _____	
3. Acreage: _____	6. Sec.-Twp.-R.: _____
4. Water District: _____	7. Sewer District _____
5. Fire District: _____	8. School District _____

**Please provide a response to the following questions. Attach additional sheets, if necessary.**

9. Has an environmental impact statement (EIS) been prepared for the proposed development?  
( ) Yes ( ) No.
10. List all buildings and land uses that are present on the property.
11. Describe existing land uses on adjoining properties.
12. What is the proposed use of the property under the requested land use designation?

**APPLICATION FOR SITE-SPECIFIC COMPREHENSIVE PLAN  
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13. What is the current access to the property? Will development of the proposed use of this property require acquisition of off-site right-of-way or easements? What assurances do you have that this right-of-way or easement can be acquired?
14. If a waste disposal system other than public sewers is proposed, explain what type of system will be utilized. If water service is planned to be provided by some means other than an existing water purveyor, explain how it will be provided.
15. Have you made this request or your planned development known to interested community groups or neighboring property owners? ( ) Yes ( ) No. If yes, whom have you notified and what were their reasons?
16. What effect will the proposed land use of the subject property have on adjoining or neighboring properties?
17. Demonstrate that this proposed land use will not be incompatible with the adjacent and nearby existing and permitted land use and the surrounding development pattern.
18. Is this a logical expansion of any existing adjacent land use?
19. To the best of your knowledge, when was the last amendment or review made to the land use designation on this property? Has this been within the last three years?
20. If the land use designation on this property has been amended or reviewed within the last three years, have you requested a waiver from the King County Executive or the King County Council? If so, was the waiver approved? Please provide a copy of the approval.

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21. Since the last amendment to the land use designation on the subject property, have authorized public improvements, private development, or other circumstances materially or significantly affected the property?  
( ) Yes ( ) No. if yes, what are the changed circumstances and how have they affected the property?
22. Which King County Comprehensive Plan principles and policies regarding appropriate land use, access, utilities, etc., support this request? Will an amendment to the King County Comprehensive Plan's policies be required to support this request?
23. Describe how the proposal complies with King County Comprehensive Plan Policy RP-307, which reads:
- "Proposed amendments each calendar year shall be considered by the Metropolitan King County Council concurrently so that the cumulative effect of the proposals can be determined. All proposed Comprehensive Plan amendments should include the following elements, any of which may be included in environmental review documents:*
- a. A detailed statement of what is proposed to be changed and why;*
  - b. A statement of anticipated impacts of the change, including the geographic area affected and issues presented;*
  - c. A demonstration of why existing Comprehensive Plan guidance should not continue in effect or why existing criteria no longer apply;*
  - d. A statement of how the amendment complies with the Growth Management Act's goals and specific requirements;*
  - e. A statement of how the amendment complies with the Countywide Planning Policies;*
  - f. A statement of how functional plans and capital improvement programs support the change; and*
  - g. Public review of the recommended change, necessary implementation (including area zoning if appropriate) and alternatives."*
24. You may submit any additional information (sketches, site plans, engineering reports, petitions, photographs, etc.) which you believe will justify, clarify, or assist in the review of your request. The Department of Development and Environmental Services or the Hearing Examiner may at any time request further information or studies for these purposes.

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APPLICATION FOR SITE-SPECIFIC COMPREHENSIVE PLAN  
LAND USE MAP AMENDMENT INSTRUCTIONS



King County

Docket Form  
King County Comprehensive Plan

KC Depts: Stamp Date Received

DATE OF SUBMITTAL: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (please include area code): \_\_\_\_\_

KING COUNTY COUNCIL DISTRICT NO.: \_\_\_\_\_

TYPE (please check one): COMPREHENSIVE PLAN \_\_\_\_\_

DEVELOPMENT REGULATION \_\_\_\_\_

DESCRIPTION OF DOCKETED ITEM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ALL COMPLETED FORMS RECEIVED BY THE COUNTY WILL BE SENT TO THE DEPARTMENT OF DEVELOPMENT AND ENVIRONMENTAL SERVICES. SEE THE FOLLOWING PAGE FOR ADDITIONAL INFORMATION & MAILING ADDRESS. THIS DOCKET FORM CAN ALSO BE SUBMITTED ELECTRONICALLY BY VISITING THE KING COUNTY WEB SITE AT: <http://www.metrokc.gov/ddes/compplan/>.

For Department Use only:

Docket No. \_\_\_\_\_

Response: Comprehensive Plan Amendment Required? Y/N

Preliminary Recommendation:

**APPLICATION FOR SITE-SPECIFIC COMPREHENSIVE PLAN  
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## **King County Docket Information**

**RCW 36.70A.470 [abbreviated]** Docketing means compiling and maintaining a list of suggested changes to the comprehensive plan or development regulations in a manner that will ensure such suggested changes will be considered by the county and will be available for review by the public. The County's development regulations shall include a procedure for any interested person to suggest plan or development regulation amendments. The suggested amendments shall be considered on at least an annual basis. Deficiency in a comprehensive plan or development regulation refers to the absence of required or potentially desirable contents of a comprehensive plan or development regulation.

The county defines "Docket" in KCC 20.08.107 as follows: "Docket" (noun) means the list of suggested changes to the comprehensive plan or development regulations maintained by the department. "Docket" (verb) means to record with the department a suggested change to the comprehensive plan or development regulations.

The planning code in Title 20 contains a section on the docket process. Please refer to KCC 20.18.140 for specific code language. A summary of this section follows:

"Docket" means the list of suggested changes to the comprehensive plan or development regulations maintained by the department (Department of Development and Environmental Services). DDES coordinates, reviews, makes recommendations and makes this information available to the public. All county offices with comprehensive plan or development regulation responsibilities will make docket forms available to the public. September 30<sup>th</sup> is the annual docket deadline. DDES forwards to the King County Council a complete docket with an initial Executive recommendation for each item on the first business day of December each year.

The docket process specifies that it is not just to note deficiencies, but also to suggest changes and make written comments. These suggested changes are reviewed by the county and made available for review by the public. Information provided to the public will include the county's response. An Internet docket process is available and can be found at: <http://www.metrokc.gov/ddes/compplan/>. There is no fee for submitting the docket form.

The King County Code is located on the internet at <http://www.metrokc.gov/mkcc/code/>. The code also is available in King County libraries and at the clerk of the council's office, Room 1025, King County Courthouse.

**Docket forms may be mailed to:**

King County Comprehensive Plan Docket  
Department of Development and Environmental Services  
900 Oakesdale Avenue SW  
Renton, WA 98055-1219

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